
GUIDELINES FOR PROVISIONAL ENTRY TO THE ACD BACHELOR OF MINISTRY

Preamble

The ACD Board wishes to open the entry to the Bachelor of Ministry course to as wide a range of applicants as possible. This document sets out guidelines for the admission of students on a provisional basis.

The basic qualifications for entry are contained in the accredited course rules:

- (1) For admission to the course of study for the Bachelor of Ministry, Associate Degree of Ministry and Diploma of Ministry a candidate shall:
 - have completed the final year of secondary schooling in the Australian secondary system or have attained an educational level considered by the ACD Academic Board to be equivalent; and
 - have an application for admission endorsed by a college academic adviser.
- (2) In addition to (1) above, for admission to the Practice stream of the Bachelor of Ministry a candidate shall attend an interview with the Course Co-ordinator and provide such referee reports as may be requested, which reports would normally address a candidate's vocational potential, their potential or demonstrable ability to integrate and reflect, their learning style and potential to work effectively within the genre of the program, the availability of suitable *in situ* supervision, and the suitability of the candidate's work setting as a learning context.

Accredited course rules provides for provisional entry to as follows:

Provisional Admission

- (3) A candidate who has not fulfilled the educational qualifications for admission specified in (1) above may be granted provisional entry status by the Board for a specified period on such conditions as may be determined in each case. Only in exceptional circumstances may such provisional entry status be renewed.
- (4) If a candidate granted provisional entry status fails to comply with the conditions prescribed within the period specified the provisional entry status shall lapse.

Legislation/Standards

Higher Education Support Act 2003

Training and Skills Development Act 2008

Delegations

The ACD Board has delegated to ACD college BMin Course Coordinator responsibility for approving provisional entry into the ACD Bachelor of Ministry course of study.

Approvals

This policy was approved by the ACD Board/ACD President 12 November 2001 and amended 22 May 2005 and updated 21 January 2011.

Related Documents

Admission, Enrolment and Graduation Policy and Procedures

Equal Opportunity Policy

Guidelines

In addition to the existing rules shown above, the following guidelines apply:

1. The BMin Course Coordinator in receipt of an application for admission to the Bachelor of Ministry course should determine:
 - (a) whether or not the applicant meets the entry qualifications in clause (1) above; or
 - (b) in cases where the applicant does not meet the provisions of clause (1), whether or not the applicant is suitable for provisional entry to the course.
2. Inform students seeking provisional entry that they must satisfy the following English language proficiency requirements for admission:
 - (a) their first language is English; or
 - (b) they have:
 - (i) successfully completed an Australian Year 12 Program; or
 - (ii) an overall academic IELTS band score of at least 6.0; or
 - (iii) a TOEFL score of at least 550, or 213 in the computer-based TOEFL; or
 - (iv) a grade of 'C' or better in the GCE Ordinary Level subject 'English'; or
 - (v) successfully completed a tertiary degree program taught in the English language.

English language test results must be no more than two years old on the day of receipt of any application for admission.
3. In the case of 1(b) above, where the Course Coordinator determines that an applicant is suitable for provisional entry, the Course Coordinator shall determine what preliminary study is required for provisional entry status to be granted. The Course Coordinator shall notify the student of any preliminary study that they must complete in order to be granted provisional entry status.
4. When preliminary study, if required, has been completed to the satisfaction of the Course Coordinator, the Course Coordinator shall notify the ACD Executive Officer.
5. To complete the requirements of provisional entry a student shall successfully complete a minimum of 18 credit points of BMin coursework at Pass (P) level or better within two academic years and must maintain a reasonable pass rate in any extra topics enrolled in as determined by their college.
6. The Course Coordinator shall monitor the progress of their provisional entrants, reporting to the Examinations Committee as appropriate, and shall ensure that help is available from within the college should they require it.
7. At the end of the period of provisional study the Course Coordinator shall review the record of the student and determine whether or not provisional entry status should be lifted. If provisional entry status is to be lifted, the Course Coordinator shall notify the ACD Executive Officer.
8. A student who does not satisfactorily complete the period of provisional entry shall not be eligible for re-enrolment in the BMin and may not reapply for provisional entry for at least one year.

9. After a period of one year a student may reapply for provisional entry. If the Course Coordinator of the student wishes to support the application, the ACD Executive Officer shall make a recommendation to that effect to the ACD Board. An application is unlikely to be approved unless evidence can be provided of the equivalent of one full-time semester of additional successful study at Certificate IV level.